

RESOLUTIONS *Procedures*

Annual Council



NOVA SCOTIA TEACHERS UNION

© NSTU October 2019



- III. Consult the sponsoring Local to clarify the costing specifics of any resolution classified as a costed resolution.
- IV. Combine resolutions of similar intent without altering the substantial intent of any resolution.
- V. Consult with Local(s) on rewording of a submission.
- VI. Inform and report to the Local at least thirty (30) days prior to Council if a proposed resolution is out of order, and include suggestions on how to improve it so it could be submitted to Annual Council the following year.
- VII. Supply Local(s), upon request, a written summary of legal advice regarding submitted resolutions if available.
- VIII. Determine the eligibility of submissions received during Council proceedings for consideration under New Business.
- IX. Coordinate compilation of Reports; the Disposition Report, which includes the URL of an electronic compilation of memos and letters regarding adopted resolutions, and Reports to Council.

K. Disposition of Resolutions

- I. A resolution adopted at Annual Council becomes effective immediately upon adoption unless the resolution itself specifies a particular time frame or unless the resolution affects the NSTU budget.
- II. All resolutions to Annual Council shall be designated constitutional, policy, or action.
 - a. Resolutions adopted at Council designated constitutional are recorded in the NSTU Constitution.
 - b. Resolutions adopted at Council designated policy are recorded in NSTU policy documents and are subject to the six-year (6-yr) cycle review.
 - c. Resolutions adopted at Council designated action are removed from NSTU documents when action has been taken.
- III. A full report of the action taken on each resolution passed by Council shall be presented at the following Council in the Disposition of Resolutions Report.

H. Reading of Council Resolutions

- I. Resolutions for consideration by Annual Council shall be identified by their respective numbers only and the text of resolutions shall not be read aloud in Council Chambers.
- II. The sponsor of a resolution shall be the initial speaker to that resolution.

I. Annual Council New Business Resolutions

- I. The NSTU Resolutions Committee coordinates the New Business Resolutions of Annual Council.
- II. It is the responsibility of the NSTU Resolutions Committee to make the determination whether or not a New Business Resolution will be advanced for consideration.
- III. New Business submissions require the Local President's signature of the sponsoring Local or the NSTU President's signature of a Provincial Executive submission.
- IV. Eligibility requirement for a New Business submission shall be one of the following:
 - a. Time – an issue arises after the official closing date for resolution submissions to Annual Council (third Friday in December).
 - b. New Information – an issue has incurred new developments after the official closing date for resolution submission to Annual Council.

J. The Resolutions Committee

The Resolutions Committee shall:

- I. Designate each resolution by topic (Governance, Curriculum, Economic Welfare and Working Conditions, Government, Professional Development, General); by category (Constitutional, Policy, Action); by intent (Amend, Rescind, New); and by eligibility (majority or two-third (2/3) majority Vote).
- II. Ensure that resolutions affecting the NSTU's budget are costed by the Finance and Property Committee and make such costing information available at the time of deliberation.

A. Authority

The NSTU Constitution gives Council the authority to deliberate on the merits of NSTU Resolutions.

B. Definition and Purpose

- I. NSTU Resolutions to Council are proposals, which when adopted:
 - a. amend NSTU By-Laws,
 - b. amend NSTU Standing Orders,
 - c. set, amend, or rescind NSTU Policy, or
 - d. direct the action of the NSTU.
- II. The purpose of Council and the resolution process is to provide a democratic means for Member input into the structures and policies of the NSTU.
- III. An NSTU resolution is a main motion, consisting of a single-idea. It is written in a formal manner beginning with the phrase **“BE IT RESOLVED THAT.”**
- IV. Every NSTU resolution must be supported by a brief, a short paragraph outlining the reasoning for the main motion.

C. Eligibility

- I. The Provincial Executive may submit resolutions directly to Council.
- II. NSTU Locals submit resolutions to Council via the Resolutions Committee.
- III. NSTU Regional Representative Councils submit resolutions to the Provincial Executive for approval.
- IV. NSTU Professional Associations submit resolutions through the Professional Association Coordination Committee subject to the approval of the Provincial Executive.

D. Resolution Submission

I. Procedures

- a. Local submissions must be sent directly to the Resolutions Committee via the NSTU Central Office by the deadline in December. Submissions must be followed by the draft minutes of the General Meeting where the Local approved the submission by the deadline in January.

- b. RRC submissions must be sent directly to the Provincial Executive via a notice of motion from a Provincial Executive Member sitting on the RRC at least one (1) week prior to the Provincial Executive Meeting in January. The submission must be accompanied by the draft minutes of the meeting where the RRC approved the submission.
- c. Professional Association submissions must be sent directly to the Professional Association Coordination Committee at least one (1) week prior to PACC's fall meeting. Submissions must be accompanied by the draft minutes of the General Meeting where the Professional Association approved the submission.
- d. NSTU Locals are requested to use submission forms available on the NSTU website (www.nstu.ca) under Annual Council – Resolution Submission or by emailing the form to (resolutions@nstu.ca).
- e. RRCs and Professional Associations must fill out the submission form and submit to the Provincial Executive or PACC respectively.
- f. Resolution submissions must be dated and signed by the Local President, Regional Representative Council Chair, or Professional Association President.

II. Guidelines

- a. Issues that could be addressed by alternate means within the organization are not suitable as resolutions.
- b. A resolution that repeats existing policy shall not be submitted.
- c. Two (2) or more thoughts in a single resolution shall be avoided.
- d. Resolutions should not specifically refer to NSTU programs or committees.
- e. Reference should be made to the specific By-Law or Standing Order article number when amendments to the NSTU Constitution are proposed.
- f. Reference should be made to the specific Policy number when amendments to NSTU Policy are proposed.

E. Voluntary Screening Process

Locals, RRCs, or Professional Associations wishing to receive input regarding the appropriateness and accuracy of a resolution submission may contact the Executive Staff Officer liaison to the Resolutions Committee.

F. Documentation

- I. The costing of a resolution is recorded with the actual resolution in the Council Workbook.
- II. The Disposition of Resolutions from the previous Council will be included in the Council Workbook and will include the URL of an electronic compilation of memos and letters regarding adopted resolutions.
- III. All Reports generated by Council Resolutions are directed to the Provincial Executive as Information Items prior to Council.

G. Time Lines

- I. Locals are required to appoint their Local Resolution Committee Chair by October 1st and submit the name to NSTU Central Office.
- II. The deadline for resolution submissions by Professional Associations is the Friday prior to the fall meeting of PACC following Conference Day.
- III. The deadline for resolution submissions by Locals is the third (3rd) Friday in December.
- IV. The deadline for Locals to submit draft minutes from their General Meeting where submissions were approved is the third (3rd) Friday in January. Minutes should be sent to resolutions@nstu.ca.
- V. The deadline for resolution submissions by RRCs is by the January meeting of the Provincial Executive.
- VI. Provincial Executive addresses Professional Association and Regional Representative Council submissions by the fourth (4th) Friday in January.
- VII. Recommendations from Committees concerning resolutions are prepared in advance of Council.
- VIII. Resolutions are made available to the membership at least thirty (30) days prior to Council.
- IX. Resolutions are considered at Annual Council in May.
- X. A preliminary Disposition of Resolutions is presented to the Provincial Executive following Annual Council.